

VACANCY ANNOUNCEMENT

(Announcement Number: 11-35)

The American Embassy in Kathmandu is seeking an individual for the position of Leasing Assistant.

OPEN TO: All Interested Candidates

POSITION: Leasing Assistant

OPENING DATE: September 13, 2011

CLOSING DATE: September 27, 2011

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent assists the General Services Officer in leasing residences for the Mission's housing pool. The incumbent makes arrangements for the maintenance, security and safety inspections of the prospective new houses; prepares and maintains lease documents; coordinates with landlords and Embassy offices for the make-ready work of the leased houses; liaises with the local government offices for the connection and disconnection of utilities as appropriate; and maintains the data base for all leased properties.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Higher Secondary School is required.
2. At least three years of leasing or contracting experience is required. One year of supervisory experience is required.
3. Level IV (Fluent) of speaking/reading/writing English is required. Level IV (Fluent) of speaking/reading/writing Nepali is required.
4. Good knowledge of the local housing market and leasing practices is required.
5. Strong interpersonal and organizational skills are required. The ability to use various Windows-based computer applications such as MS Word, MS Excel, MS Outlook, and Power Point is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Leasing Assistant”)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email to our Recruitment Mailbox No. 1 at the following email address:
recruitktn1@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html